

Collin County Development Services

COMMERCIAL CONSTRUCTION INFORMATION SHEET

REQUIRED DOCUMENTATION (Bring ALL at time of Application)

- (1) Completed current application.
 - (2) Copy of the deed* with property description.
 - (3) Copy of subdivision plat or abstract map* with lot or tract highlighted and proposed location of construction site shown.
 - (4) **ORIGINAL** Site Evaluation to determine type of On-Site Sewage Facility (OSSF).
 - a. If aerobic system is installed also need a Service Contract and a filed Affidavit to the Public. **Important: if the building is 5001 sq. ft. or more, the OSSF MUST be designed by a P.E. (Professional Engineer)**
 - (5) Completed 9-1-1 Rural Address Information Form if property is not addressed.
 - (6) Completed Culvert Application if applicable.
 - (7) **TWO** sets of construction plans including electrical.
- These documents can be obtained at the Collin County Clerks Office located on the first floor Annex A at the Collin County Courthouse, 200 S. McDonald, McKinney, TX.

Allow 3-5 days from when you contact 9-1-1 that driveway has been flagged to receive your address.

REVIEW PROCESS

- (1) Determine if construction site is in a flood plain.
- (2) Determine if site is affected by Collin County Subdivision Regulations or the subdivision regulation of any municipality.
- (3) Verify site has proper frontage to a public roadway.
- (4) On-Site Sewage Facility review.
- (5) Review construction plans. Our Office retains plans.
- (6) Fire Marshal's review for compliance with National Fire Protection Association.

Allow 4-6 weeks after address assignment for the review process to be complete.

Development Services will notify you when your permit is ready to be picked up. All applicable fees will be paid at the time you pick up your permit(s). Permits are issued in the name of the OWNER of the property.

TOTAL PERMITTING TIME: 4-8 weeks (after you contact 9-1-1 that driveway was flagged)
Permits not picked up within one year from date of Application will not be retained.

<u>FEES:</u>	Commercial Construction	\$250 plus .20/ea sq ft
	Registration existing OSSF	\$50
	New OSSF (no maintenance)	\$450
	New OSSF (maintenance)	\$475
	Culvert Permit	\$18

WHAT IS REQUIRED TO SCHEDULE AN INSPECTION?

- (1) Permit(s) and 9-1-1 address **MUST** be posted and visible from the road.
- (2) Site **MUST** be accessible during any scheduled inspection.
- (3) Work for requested inspection **MUST** be completed.
- (4) When you call in for inspection you **MUST** have your permit number, address, name on permit and the name of your power provider.
- (5) Certificate of Occupancy inspection required by **Fire Marshal (972/548-5576)**

WHAT BUILDING CODES ARE USED BY INSPECTORS?

Most recent approved versions of ICBO, UPC, UMC, NEC, and the Texas Health & Safety Code.

We will notify your Electric Company to release power after the final inspection has been passed.
We will reinspect one time at no charge. A \$75 fee will be charged for additional re-inspects.